

## 1 Advertisement

**Post Title: Research Manager – Joint Clinical Research Office**

**School/department:** Brighton and Sussex Medical School, Health Research Partnership

**Hours:** Full-time or part-time hours, hybrid, considered up to 1.0 FTE. 37.5 hours per week. Requests for flexible working options will be considered (subject to business need).

**Location:** Brighton, United Kingdom

**Contract:** fixed term for 12 Months

**Reference:** 20549

**Salary:** starting at £37,099 to £44,263 per annum, pro rata if part-time.

**Placed on:** 24 July 2023

**Closing date:** 21 August 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed.

**Expected start date:** As soon as possible, from September 2023

Applications are invited for this new post in Brighton and Sussex Medical School (BSMS), hosted by Research and Enterprise Services (R&E) at the University of Sussex. This post sits within the Brighton and Sussex Joint Clinical Research Office (JCRO), which is a key function within the Brighton and Sussex Health Research Partnership (HRP), providing expertise and support to researchers in the management of clinical research projects. As part of the work developed by the HRP, the remit of the office might expand to include social care research and innovation aspects.

This is an exciting time for the JCRO, with the opportunity for the successful candidate to be involved in shaping the evolution of the JCRO, with the potential of an expanded remit. The post is for one year, with possible extension depending upon the expansion of the JCRO's remit.

The JCRO is a joint office serving four partner organisations; the University of Brighton, the University of Sussex, Sussex Partnership NHS Foundation Trust, and University Hospitals Sussex NHS Foundation Trust.

Key Objectives of the JCRO are:

To enable researchers and R&D support systems across the partner organisations to navigate the research pathway more effectively, driving up the volume, value and quality of research submissions, and supporting speedy and effective study set-up.

To provide expert advice, support, and co-ordination of clinical research studies through all stages of the research project life-cycle, and to support the Senior Manager of the JCRO in establishing new systems and processes for effective cross-organisational working.

The JCRO is part of HRP, based in BSMS, hosted in Research and Enterprise Services at University of Sussex. The post-holder/s report to the Senior Manager of the JCRO. The team consists of 3 members of staff reporting to the Senior Manager, 2 Research Managers and 1

Administrator.

You will have a degree or equivalent or be qualified by experience, and have working experience of supporting research either in an NHS context, or in a University Setting. Training in supporting research in NHS settings can be provided.

You must have excellent and proven research management and organisational abilities, a knowledge of the research environment relevant to the NHS or University sector, and the interpersonal and communications skills needed to work effectively across organisational boundaries at all levels.

Please contact Zoe Boylan, [zoe.boylan@sussex.ac.uk](mailto:zoe.boylan@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

[www.bsms.ac.uk](http://www.bsms.ac.uk)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## **2. The School / Division**

Please find further information regarding the school/division at [Brighton and Sussex Medical School - BSMS](#)

## **3. Job Description**

Job Description for the post of: Research Manager - JCRO

**Department:** HRP

**Section/Unit/School:** Brighton and Sussex Medical School / Professional Services

**Location:** Falmer House, Falmer Campus, Brighton

**Grade:** 7

**Responsible to:** Senior Manager of the JCRO

**Responsible for:** None

**Purpose of the post:**

To work within the fairly newly established (2019) Joint Clinical Research Office (JCRO), providing a research management support service to the four Partner Organisations – University of Sussex, University of Brighton, Sussex Partnership Foundation NHS Trust (SPFT), and University Hospitals Sussex NHS Foundation Trust (UHSx).

The Research Manager will play a key role in supporting clinical research projects, providing an essential co-ordination function between researchers, existing support services, and project partners.

In particular, the Research Manager will be responsible for providing expertise, advice, and support across the project lifecycle for both existing support staff and researchers undertaking clinical research – this will include signposting to other support services such as the Clinical Trials Unit (CTU), or the Clinical Research Network (CRN) in addition to ensuring appropriate contractual and governance arrangements are in place for supported projects.

The Research Manager would join the JCRO at an exciting time of evolution, and be expected to contribute to relevant work packages.

### **Key Responsibilities:**

#### **1. JCRO Office Management**

Working with the other Research Managers, Senior Manager and JCRO Administrator to maintain and improve office management systems and processes to support the setup and delivery of clinical research studies, and to monitor and track these against the JCRO objectives.

Establish effective interactions and communications with support services between relevant teams across the partner organisations.

#### **2. Clinical Research Project / study support:**

Work closely with Principal / Chief Investigators and existing Support staff in coordinating and managing key regulatory and contractual elements of clinical research projects.

Providing pro-active support and advice and ensuring that all key clinical and contractual considerations are addressed, and responsibilities for meeting this are assigned and agreed.

Support Principal and Chief Investigators and their teams where necessary in the preparation and sign-posting of required regulatory approvals before the project commences. Actively project manage projects from initiation to closure, working with key external stakeholders and support staff to ensure successful delivery against expected time frames.

#### **3. Contractual review and co-ordination:**

Advise on and manage appropriate contractual study arrangements, including responsibility for their oversight and timely conclusion. Ensure that all associated agreements are in place, taking into account different types of agreements needed at all stages over the project lifecycle including with third parties (sub-contractors etc), liaison with partners and hospital sites, and include appropriate arrangements for review and signature.

#### **4. Project budgets and financial management:**

Work within an agreed approach to supporting project costing and pricing taking into consideration Trust and University requirements and, where feasible, to co-ordinate joint costings across the organisations. Ensure that all relevant University and NHS costs are included, and that there is effective interaction between the University and the Trusts regarding account establishment and financial project management.

5. **Activity monitoring and Reporting:** Support the Senior Manager, and Head of the JCRO to monitor the activity of the JCRO ensuring high quality metrics are kept up to date. Manage the effective capture of activity data into systems (existing and new) to meet the requirements of JCRO reporting. Assist with internal and external audit requirements.

6. **Systems:**

Utilise and manage project tracking systems to capture and report on JCRO project support, activity, and study set-up times. Ensure full and accurate capture of project information. Support Senior Manager in the review of partner's systems such as costing tools, and research management systems and where feasible, work with partner organisations to harmonise and access these.

7. **Communications and Branding:**

Representation and promotion of the JCRO across the Partner's Organisations and to external agencies, and maintenance of a network of contacts with relevant national counterparts and professional interest groups in other universities and NHS Trusts.

8. **Training and Development:**

Provide support to researchers and support staff through training and staff development activities such as seminars, workshops, and research events across the partner organisations working together to define to meet the needs of their individual organization.

Support existing support staff in understanding the relevant NHS policies and regulatory requirements, providing training where appropriate. and contribute to other University training and development activities as required.

9. **Team Working:**

Liaise and work closely with partner organisation's, in particular their research grants, and governance teams, and contractual support teams, to ensure effective and co-ordinated approaches in support of clinical research.

Work closely with the other members of the JCRO team, dealing with peaks in volume of work and in particular providing advice, and assistance with inductions / training for new team members.

Provide cover for the Senior Manager during times of absence and others as required.

10. **Other.**

Keep up to date with regulatory requirements and policies (e.g. Clinical Trials, NHS R&D Approvals, VAT, Insurance, relevant UK and NHS government policies).

Contribute to the regular review and development of internal procedures and systems. Any other duties as required.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed

#### 4. **Person Specification**

## Knowledge

	Essential	Desirable
Research policy in the HE sector or NHS Trusts	x	
Understanding of Research Regulatory Issues	x	
Research administrative and management systems and processes knowledge.	x	
Research funding organisations, their areas of interest, and their modes of operation		x
Good knowledge of full economic costing and TRAC.		x
Understanding of clinical and/or social care research, particularly patient-based.		x

## Demonstratable experience

	Essential	Desirable
Relevant research management support experience within an HEI or NHS context.	x	
Experience of working in a clinical or university research environment	x	
Administrative system and process design and implementation	x	
Experience of reviewing, and drafting contracts and agreements		x
Managing a customer service operation/ working with multiple stakeholders	x	
Prior experience of working for a JCRO, or Health Research Partnership		x

## Qualifications

	Essential	Desirable
Degree or equivalent qualification, or qualified by directly relevant experience	X	

## Skills/Abilities

	Essential	Desirable
Strong project management and organisational skills	x	
Excellent communication and networking skills	x	
Proven ability to work with a wide range of Research professionals at all levels	x	
Able to multi-task and manage diverse workloads and deliver to deadlines under pressure	x	
Competence using Word, Excel, Email and corporate	x	

systems		
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Personal Attributes and Circumstances

	Essential	Desirable
Communicate well orally and in writing producing high quality reports.	x	
Flexible (multi-tasking), responsive, problem-solving, positive, and client-focused	x	
A team player able to work independently and to accept individual responsibility	x	
Confident giving presentations / training	x	
Willingness to travel as required within the UK		x